

**LUCY ROBBINS WELLES LIBRARY
BOARD OF DIRECTORS MEETING
NOVEMBER 10, 2008**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Marie Dowling, Dennis Doyle, Anna Eddy, Sue Halpin, Iris Larsson, Maureen O'Connor Lyons, Tony Palermino, Eric Rothauser, Diane Stamm, Trudie Walker, Sue Wright

BOARD MEMBERS ABSENT

Neil Ryan

STAFF

Marian Amodeo, Library Director
Lisa Masten, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

David Nagel
Kris Nasinnyk

FRIENDS MEMBER

Natalie Harbeson

CALL TO ORDER

The meeting was called to order by Maureen O'Connor Lyons at 7:04 PM.

I. ROLL CALL

II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES

MOTION: Marie Dowling made a motion to accept the minutes of the regular monthly meeting of October 20, 2008, Anna Eddy seconded the motion, and the motion to accept the minutes of the regular monthly meeting of October 20, 2008 was unanimously approved with a 12-1 vote, Judy Igielski stated she would abstain since she was not present at the October meeting.

III. PUBLIC PARTICIPATION

There was no Public Participation.

IV. TREASURER'S REPORT

Iris reported all bills have been paid.

V. LIBRARY DIRECTOR'S REPORT

Marian reported that the roof leaks have been fixed and the gutters cleaned. Three new staff members are presently being trained as substitutes in the Children's Room. The Library will be closed on Veteran's Day to the public, however most staff will be in to attend a morning workshop with Chris Bradley on a planning process. In the afternoon staff will work on special projects that they are unable to get to during normal working hours. After the holidays, Chris Bradley will meet with the Board for the same purpose – long range planning. The Town Council is asking for nominations for volunteer of the year and Marian has the application form. The November/December/January Footnotes is out listing programs such as an Italian Holiday Fare cooking, Thanksgiving programs for children, and a Brown Bag It with Books about the civilian conservation corps camps in Connecticut.

VI. ASSISTANT LIBRARY DIRECTOR'S REPORT

Lisa reported that staff has installed the Acceptable Use Policy on all the public computers. Patrons will see it on the first screen when they log on. They must click on the "I agree" button before going onto the Internet. This is a policy that the Board passed a while ago.

VII. FRIENDS OF THE LIBRARY

Natalie Harbeson reported that the Fall Book Sale raised over \$12,700. On Election Day the Friends were a presence at three different polling sites registering approximately 100 people. On November 22nd Telebration will be held once again at the Senior and Disabled Center – tickets are \$8 in advance, \$10 at the door. The Friends will not be participating in the Newington Chamber of Commerce's 2009 Showcase.

1. Friends' Storage Unit Update

Eric commented that he has been playing phone tag with Art Hanke. He seems to think that a resolution to this issue could be in order. Board members were commenting on other storage units throughout the Town. Eric doesn't think the public would perceive this storage unit to be on a residential property since it is next to the Library and on the Library property.

VIII. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

1. Set PEP Committee Meeting

Neil was not in attendance. Marian distributed a policy for the PEP Committee (Judy, Sue Wright, Trudie) to review. Neil will contact them via email to get their thoughts on this policy and schedule a PEP Committee meeting.

B. Investment Committee

Eric reported that he and Iris spoke a bit before this evening's meeting and a meeting with the Investment Committee will be scheduled soon. As discussed at the October meeting, the Citibank account was liquidated at a very good time.

C. House Committee

Marie reported that the front door molding is rotting and that has to be looked at. A walk-through will be scheduled for January.

D. Facility and Site

1. Report on Mill Street Property Clean-up
2. Driveway on Mill Street Property

Paul reported that he spoke with City Paving and is waiting to hear from them for a quote, however he did speak and tour the property with Mr. Frink who quoted \$9,945 to clean up the property. Maintenance of the property was not discussed at that time. Anna asked if a spread sheet listing the details of all the quotes could be created so the Board can compare services and prices. Paul indicated he would do this. The chain has been placed in the driveway of the property so no one will park there. Sue Halpin mentioned that the beech tree in the front is diseased and should be removed. She distributed pictures of this tree to the Board.

E. Fund Development

1. Hartford Foundation Workshop – December 2nd

Anna reported that she reviewed the action steps that she had put into place when first beginning the Fund Development project; she had 14 action steps and all have been accomplished. She discussed providing the presentation to the Senior and Disabled Center, Cedar Mountain Commons, and Middlewoods of Newington. The website continues to be worked on. She also reported on a workshop by the Hartford Foundation for Public Giving scheduled for December 2nd on topics such as owning a building, planning the funding, etc. This workshop is from 8:30 AM to 1:00 PM and is free.

F. Budget

Trudie reported that the Town Manager has directed Department Heads to come up with a three tier approach to the budget: 0% increase, 5% decrease, 10% decrease. A 5% decrease is \$90,000 of the Library's budget; and a 10% decrease is \$180,000 of the Library's budget. Marian asked the Board to come up with some ideas about this budget. The first thought coming to the Board's minds

were eliminating Sunday hours. Marian stated that the Board should not panic because State figures have not been made available yet, and her staff will be meeting tomorrow to discuss this year's budget.

IX. OLD BUSINESS

A. 5K Race

Eric reported that a mailing regarding sponsorships will be sent out by the Newington Chamber of Commerce to area businesses and hopefully this will bring in some monies. The 5K Race is tentatively scheduled for May 17, 2009. He would like the Race Committee to meet at 6:30 PM before the Board's December meeting to brainstorm some ideas about the 2009 Race.

B. Friends' Storage Unit Update

This was discussed under the Friends report.

C. Patriot Act Issues

Eric reported that the Second Circuit Court still has made no decision, however with the new Congress this may change.

D. Scholarship Update

Marian reported that the application was given to Tony and his family for review and they have made some revisions.

E. Report on ACLB Conference

Marie reported that once again this conference was fantastic, as were the guest speakers. She stated that many libraries throughout the State do not have the relationship with their Friends group or their Library Director the way Newington has and we should be very proud of this. She encourages Board members to attend this event next year because it is very beneficial for the Board.

X. NEW BUSINESS

A. Plan of Work for 2009/2010

Marian distributed a brief outline of the Plan of Work for 2009/2010. She told the Board that she is very excited about this Plan of Work, of which many items have already been put in place. She wanted to end the meeting on a good note with this Plan of Work instead of the panic that the budget talk has given the Board.

Anna suggested a Board “get together” as a social event/team building. She stated this could be done after a Board meeting. The Board agreed this could take place in January.

Judy suggested having a group or a business sponsor a Sunday; for example, the Kiwanis could be the sponsor of Sunday hours. She stated she is willing to work on this to see if it is feasible.

XI. PUBLIC PARTICIPATION

There was no Public Participation.

XII. ADJOURNMENT

MOTION: Marie Dowling made a motion to adjourn, Tony Palermino seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted at 8:40 PM with a 13-0 vote.